



**PARKS & RECREATION COMMISSION  
Minutes  
October 1, 2019**

**Commission Present:** Pierce, Hurley, Todd, Traverse

**Staff Present:** Wight, Wood and Putzier

The meeting was convened at 5:34p.m. by Chair Pierce

**Approval of Agenda**

Motion to approve the agenda by Todd, second by Hurley, motion carried.

**Approval of Consent Agenda**

Hurley read aloud the consent agenda into the record, motion was made to approve the consent agenda with the included motions by Traverse, second by Todd, motion carried.

**Parks and Recreation Accreditation – Commission for Parks and Recreation Accreditation (CAPRA)**

Wight gave a small handout and said that a piece of the master plan was to become an accreditation organization, CAPRA explains the high level trying to reach, a lot policy related and meet most of but need to have written and streamlined. One town in Hartford, Vermont currently is, need to be reaccredited every 5 years, spoke about the benefits, responsive to the community, volunteer pieces, basics 150 standards, fundamentals must be met, process to go through, preliminary process, self-assessment at the end. Overview is great as opposed to reading the full text. Involvement in local planning but also involve local planning department and document such. The department will be looking to go through, had a visitor come and explained and will now bring to the larger team and looking to find a way for full staff to be involved in some way.

Todd stated it looked like a lot of work, and felt like it would not be a lot of work every five years to be reaccredited, Wight stated basically revamping, review policy at each or some of the commission meetings, stated continually working with others and working at a higher standard to accomplish.

Hurley asked if a fee was involved and was told yes \$6,000 to have reviewed and every five years when you get reviewed by visitors that cost is paid by the community getting reviewed.

Was asked why Hartford was accredited and Wight said high standards and policy oriented. Explained once you apply you have two years to be ready for the visit and need to set yourself up to know when is the right time to apply to give yourself the time to have preparation to pull all together.

Traverse felt the fee was nominal and thought it was worth it, and believed if staff felt useful a good benefit.

Wight said she would be back to the Commission as they are going for approvals.

**Public Forum (Time Certain 6:00PM)**

Public forum opened at 6:13 p.m. by Commission Chair Pierce.

Seeing nobody from the public the forum was closed.



Public forum closed at 6:13 p.m.

### **Banner Policy Update**

Wood explained that historically CSM managed the program and now BPRW, two location, Church Street and Shelburne Road, sees a lot of benefits, flat fee of \$500, the program is designed for city departments, local non-profits and event producers to promote local events, fundraisers and raise awareness for certain causes. Priority order is city departments, Burlington events that benefit non-profits or generate a substantial economic impact for the downtown, local and regional non-profits that provide services for Burlingtonians and people in our area and other non-profit organization requests. For profit businesses and their events will generally not be considered.

Redid policy, did not want to get too specific with language and limit too much. Suggested a new tiered pricing method. Large multi-day events that draw visitors from the region: \$600, Small to mid-sized fundraising events: \$500 and non-profits that serve the community or events that draw fewer than 200 people: \$200.

Hurley asked about pricing and availability to put up due to weather restrictions.

Traverse asked if had a conversation with CSM regarding what they did in the past.

Hurley asked how often a banner is not hung and suggested using some other promotional use and wondered if any major gaps to maximize with a very high discount.

Todd agreed very reduced, Wood said very windy during the winter on Main Street not ideal, all open to the idea of offering something.

Traverse said should not tie your hands at all and be able to make decisions or you have strict criteria that out of your hands, but hard to differentiate the sizes and variables. Wood suggested reaching out to the users for more information and who they reach for participation and sales or revenue versus community based, the more specific the better.

Wood wants to avoid calling out specific event names and Traverse suggested talking to the Attorney's office if it was felt to be desirable.

### **Summer Volunteer Celebration**

Wight explained talked about with staff doing something at North Beach with free parking and do something like an ice cream social and wanted to know if commission would like to be a sponsor of that since it is also a volunteer board as well. The commission would not have to do anything financially but be present and participating. The event would happen next year around August when lifeguards are around. Some of staff reached out to seasonals and got a good reception of the concept.

Pierce was in favor and felt it was a good way to make a connection with volunteers and for all to see who the commissioners are and how to reach out to them.

Hurley agreed as well, loves to volunteer at events but this would be much more specific.



Wight will get the date out at the January meeting to set for next year.

#### **Parks Foundation Liaison**

Wight said Bossange was on the Commission and the Foundation and asked if any of the commissioners were interested in being a liaison, Wight explained she already attends and is happy to do but welcomed others if interested. Pierce wanted to know what it involved. Wight explained important to have a separation between the two bodies, need to share what is being talked about and what to do next rather than advocating.

Wight said that the meetings occur at 8:30am in the morning once every two months or so, Pierce is interested not sure he can totally commit. Next meeting is Thursday October 24th, 8:30 am. A suggestion was made to post when the meeting is happening and whoever is available will attend.

Standing item will be when the next foundation meeting will be and an update of the meeting.

#### **Parks Commission Retreat**

Wight touched on at the last meeting and wanted to see how people felt and what the interest and topics could be, what the group would like to get out of the retreat. Todd wants to know how to be most useful and get the community interest in. Pierce would like to learn more about the role the commission has played and how to support and advise and be of service.

Wight said could have the Mayor come for a few minutes and give some insight on contentious issues. Also roles commission can play and community input. Asked if any interest in open meeting law brief session, was told yes. Pierce also said crash introduction on P&R and learning more about the department and the works in general.

#### **Report from Commission on Volunteer Hours**

Putzier asked the Commission if they had any additional hours for the month of September in addition to the commission meeting and there were none.

#### **Director's Items**

Wight explained updates on bike path segment zero done, Proctor Place done, everyone signed off with Army Corp of Engineers for design and another 30 days, Perkins and Roundhouse work had some trees taken down, part of phase that may not get done til next year, City Hall park is on schedule no surprises, Arms Forest public meeting happening on the 17th with results, new Comprehensive Planner starts on Monday, will do a planning update at November meeting, Cahill and Wight did a session at NRPA regarding conservation and wild ways very exciting, brought up how doing conservation lands around the bike path, did a tour with Mayor and Assistant and some staff and Roach asked if you could hear all the insects buzzing and stated how you would not hear if mowed, showed one of the fitness stations with clover areas and was concerned not maintained as presented and came up with compromise and all areas were done beautiful, received blessing on how maintaining urban reserve. Looked at corridors where been mowing once a year but talks about how people like a framed view and keeping that framed view and wild on the outsides. Working on a maintenance plan to keep that maintained in the future. Farmers market working as a city as to what 2021 would look like.



Traverse agreed that he likes the Farmers Market in South end as well but no shade, also wanted to know what could happen on Pine Street, if a proposal could be made for Pine Street as well as for St. Paul Street.

### **Commissioner's Items**

Todd asked about the Events Advisory Committee and wants to make sure to be invited.

Traverse asked about the Champlain Parkway and said pieces that would touch on parks are parts that everyone is in favor of, concerned that if you speak with DPW or the administration regarding the plans for the parkway and any changes told "if you move any of the pieces" the funding will not happen, is not sure what all means and suspects will be hearing about in the months to come a lot of criticism around shared bike lanes, trees/shrubs planted, would like to discuss if touching shared use or anything with project what will happen. Wight explained that it is not BPRW it would all be DPW, we would only touch on the tree pieces, right-of-way and if any changes have come along on that design. Travers would like more information in the future.

Todd said it could be a good topic for the retreat as to the differences of what is a path versus DPW path.

Pierce said discussed a tour of Moran plant and Wight explained how Kirsten no longer works for the City and unfortunately do not have another option for that. Working through permits currently, Kirsten was doing some as a courtesy but now working for CHT.

### **Adjournment**

Motion to adjourn at 6:54 p.m. by Todd, second by Traverse, motion carried.